

## **ACADEMIC SUPPORT SERVICES**

Park City High School offers a number of services to help our students succeed.

## **TEACHER OFFICE HOURS & EMAIL**

Every teacher is available outside classroom time to meet with students and parents. Some teachers offer specific times before and after school for tutoring students. Contact teachers through email or phone message left in the office 435-645-5650

Every teacher has an email account: first initial last name @pcschools.us

## **ADMINISTRATION & OFFICE SUPPORT**

OFFICE HOURS 7:00 AM - 3:30 PM

Mr. Bob O'Connor	Principal
Ms. Phyllis Sugget	Assistant Principal
Mr. Caleb Fine	Assistant Principal
Mr. Jamie Sheetz	Athletic Director
Ms. Rebekka Monson	Attendance Secretary
Ms. Donna McManus	Financial Secretary
Ms. Barbara Swenson	Main Office Secretary

## **POWERSCHOOL**

The internet based Powerschool site gives parents and students unrestricted access to assignments, grades and attendance information. There is a "quick link" to Powerschool on **PARK CITY SCHOOL DISTRICT'S HOME PAGE:** <http://www.pcschools.us> The information includes grades and specific descriptions of assignments for each class during each quarter. Teachers emails are also available in Powerschool. The individual student's or parent's confidential ID and Password are needed to access information. It's given at registration or you can call 435-654-5650 to have them mailed home to you.

## **CANVAS**

CANVAS is the internet-based learning management system used by the Park City School District. The program gives parents and students access to class information, including assignments, messaging, online resources, and learning tools. you can access CANVAS from the PCHS website: <http://pchs.pcschools.us> Logins were mailed home at registration or you can call 435-645-5650 to have passwords mailed home.

## **COMPUTERS & INTERNET ACCESS**

Students have been issued district owned and managed laptops for the school year. Please see the student laptop user agreement for details on usage. If the student doesn't have the laptop for whatever reason (repair, suspension, forgetfulness) there is one desktop available for student use in the classroom. A link to the District's Acceptable Use Policy is available on the PCSD's home page for student and parent review.

## **LIBRARY SERVICES**

The PCHS library occupies a space in the PCCAPS center and offers some books, DVD's and Audiobooks. The PCHS digital library exists as the PCHS Library Canvas course and is a portal to databases, ebooks, digital audiobooks, and more. The Library staff is available during these hours: Monday, 7-2pm and Tuesday - Friday 7-3pm.

## **ACADEMIC COUNSELING DEPT.**

Students are assigned an Academic Counselor based on their last name beginning with:

Ms. Dara Smith	A-E
Ms. Heather Briley	F-La
Ms. Liz Moskal	Le-Ri
Ms. Kristen Hall	Ro-Z
Ms. Diane Cashe	Learning Academy
Ms. Jennifer Frink	Registrar
Ms. Krisitin Silvestri	Scholarship Advisor
Ms. Pepper Elliot	Counseling Secretary

Contact the Registrar, Ms. Frink, in the Counseling Office at 435-645-5657, for transcripts, copies of report cards, corrections and changes to student records. Contact the Counseling Secretary, Ms. Elliot to schedule an appointment with your counselor.

## **MAKE-UP CREDIT**

An on-line and after school program is available for students who failed a class and need to make up credit. See your Academic Counselor for details. The Park City Learning Academy can set students up on their own computer.

## **ELL HOMEWORK CLUB**

For ELL Students who want help with homework in room 145  
Monday 2:00 - 3:00  
Tuesday - Thursday 2:30 - 3:00

## **FREE PEER TUTORING SERVICE**

A list of Junior and Senior students willing to provide tutoring in any subject, is available in the Counseling Department. Contact the students directly to schedule tutoring sessions. There is no charge for this service.

## **SCI-SPACE**

Sci-Space is an extra help tutoring lab offered free of charge to all students of science (biology, chemistry, physics, etc.) It is located in Ms. Jones' Room 234 from 6:45-7:30am in the mornings and after school in Ms. Jones (234), and Ms. Waller's (241) rooms until approximately 3:30 or 4:00pm. Stop by and get the help you need.

## **FREE MATH TUTORING LAB**

The Math Department sponsors a Math Lab. Students in any math class at PCHS are welcome in the lab to ask questions and receive additional help.

Mornings: 6:30-7:30 Room 245

Afternoons: M-F 2:30-3:30 Rm 244

## **PCHS PARENT-TEACHER CONFRENCES**

Conferences will be held 09/27, 09/28 and 03/01 from 3:00-6:00 PM by appointment only. There will be times from 6:00-7:00 PM. The week prior to conferences, visit:

<http://pchs.pcschool.us>

For information on scheduling an appointment or contact Barbara Swenson at 435-645-5650 or Helen Corkran at 435-645-5626 for the PCLC.

## **EXTRA TRANSPORTATION**

There is one after school bus that leaves TMJH at 3:55 and leaves PCHS at 4:00 BUS #7  
**DO NOT BE LATE**